## CITY OF SAN JOSE ANNUAL BUDGET PROCESS

|                                 | RESIDENTS   | MAYOR<br>& CITY COUNCIL  | CITY<br>ADMINISTRATION   |
|---------------------------------|---|--|--|
| October                         | Input on Budget Priorities and Direction Through:  Direct contact with Mayor and City Council Community-Wide Surveys and Meetings | Review of Prior-Year Financial and Service Results Provides feedback and guidance to Administration on service enhancement priorities                            | Annual Report of Prior-Year Financial and Service Results ■ Report to City Council and Community on results achieved   |
| November<br>December<br>January |   |  | Begin Update of General Fund Forecast and City Service Area (CSA) Five-Year Strategic Business Plans  In context of forecast, CSAs develop service delivery and investment strategies for upcoming budget process  |
| February                        |   | Council Priority Setting Process ■ Develop budget priorities for the City based on input from the Community, Staff, and City Council                             | Transmit to Council City Manager's Budget Request and 5-Year Forecast and Revenue Projections for the General Fund and Capital Improvement Program ■ Projects revenues for next 5-year period ■ Projects General Fund expenditures at amounts that allow same service level as previous year |
| March                           | Public Hearing on Mayor's March Budget Message ■ City Council meets to receive public input on Mayor's March Budget Message       | Mayor's March Budget Message ■ Provides more specific direction for preparation of the Proposed Budget   | Finalize Proposed Business Plans and Investment Strategies  ■ CSAs incorporate strategic planning and City Council direction into results-driven spending plans  |
| April                           |   |  | Evaluate Investment Strategies and All Other Budget Issues ■ Analyze investment strategies and other service delivery options within context of fiscal outlook   |
| May                             | Initial Public Hearing on Proposed Budget ■ City Council meets to receive public input on Proposed Budget                         | Review Proposed Budget in Budget Study Sessions  Working sessions with City Manager, CSA and department representatives to review details of the Proposed Budget | Release CSA Business Plans and City Manager's Proposed Budget/Capital Improvement Plan  Provide strategic service planning context and City Administration's proposed revenue projections and balanced spending plan   |
|                                 |   | Release of City Council Budget Documents  Requested reports and amendments to the Proposed Budget  | Release of City Manager's Budget Addenda Administration's reports and amendments to the Proposed Budget are submitted for City Council review  |
| June                            | Final Public Hearing on Proposed Budget ■ Last opportunity for public input on Proposed Budget                                    | Mayor's June Budget Message ■ Changes to Proposed Budget based on feedback from City Council and Public  |  |

**Final City Council Budget Adoption**